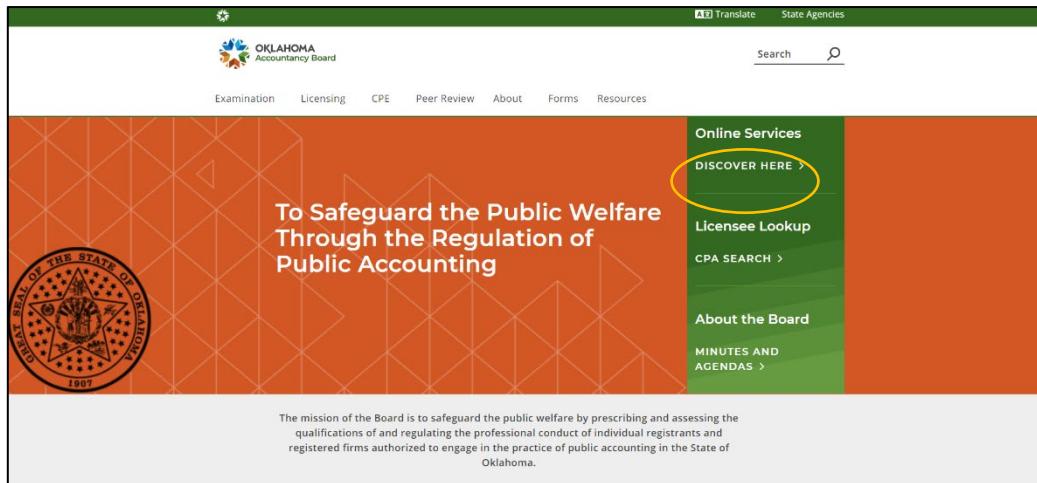


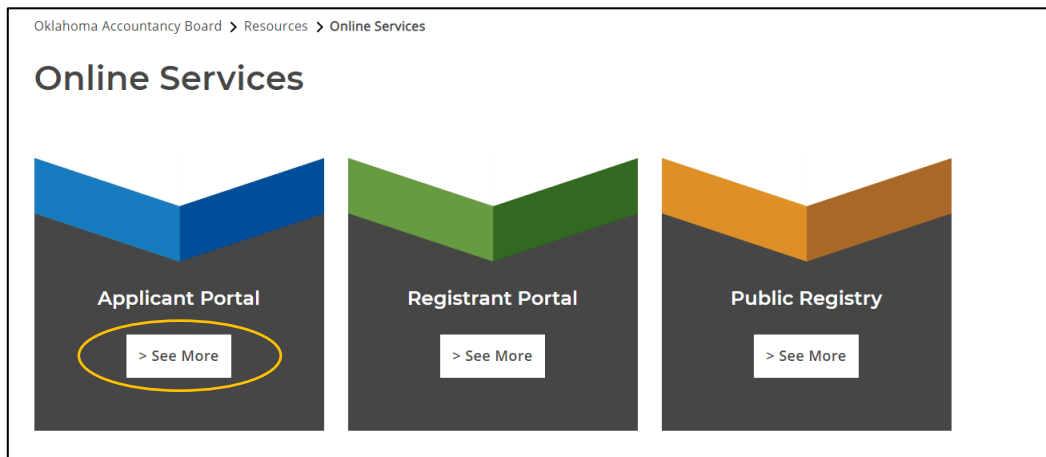


Applying for a Section(s) of the Examination (Submitting the Candidate Exam Application)

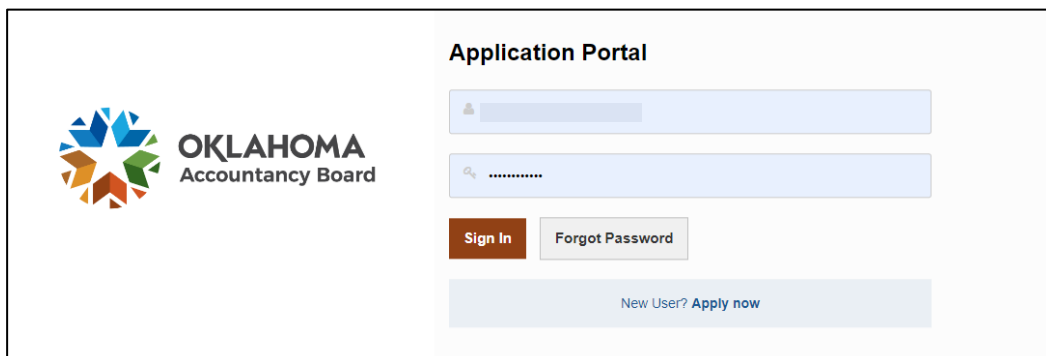
1. Navigate to <https://oklahoma.gov/oab.html>
2. Click on “DISCOVER HERE”



3. Click on “See More” on the Applicant Portal.



4. Log into the portal with your username and password. If you have forgotten your password, use the “Forgot Password” function.



5. Once logged into your Dashboard click on “Start New Application”

The screenshot shows the 'Online Applications' dashboard. On the left is a navigation menu with 'Welcome', 'Examination Dashboard', 'Invoices & Receipts', and 'Account Settings'. The main content area has a 'Welcome' header, a thank-you message, and contact information. Below this is a table with columns for Application Number, Application Type, Application Status, and Submitted Date. A single row shows application number 7914, type 'Qualification Application for Eligibility', status 'Approved', and date '06/08/2023'. A 'Review' button is next to the row. At the bottom, a 'Start New Application' button is circled in yellow.

6. From the “Applying For” dropdown menu select “Certified Public Accountant (CPA) or Public Accountant (PA)”

7. You will now see the Candidate Exam Application. Click “Select this Application”

The screenshot shows the 'Application Type' selection screen. It includes a 'Note' and a 'Warning' box. The 'Applying For' dropdown menu is set to 'Certified Public Accountant (CPA) or Public Accountant (PA)'. On the left, a progress indicator shows '1 Application Type' selected. Below the dropdown, the 'Candidate Exam Application' section is visible, with the text 'Apply to sit for a section(s) of the CPA examination.' and a 'Select this Application >' button circled in yellow.

8. Please read over the instructions before proceeding to the rest of the application. Click “Save & Continue”

The screenshot shows the 'Application Instructions' screen. It features an 'Important' note, instructions for the 'Candidate Exam Application', and details about the application fee and sections. A progress indicator on the left shows '2 Application Instructions' selected. At the bottom, there are '< Previous' and 'Save & Continue >' buttons, with the latter circled in yellow.



9. Make sure your personal information is correct. Click “Save & Continue”

The screenshot shows the 'Personal Information' section of the application dashboard. On the left is a navigation menu with items: Welcome, Examination Dashboard, Invoices & Receipts, Account Settings, Application Type: Candidate Exam Application, Application Instructions, Personal Information (highlighted), CPA/PA Examination, ADA Request for Special Accommodations, Declarations, Attestation, Payment, and Submitted. The main content area is titled 'Personal Information' and includes a note: 'All information with a * is required information.' Below this are two sections: 'Mailing Address' and 'Contact Information'. The 'Mailing Address' section contains fields for Street Address, Street Address 2, City (pre-filled with 'Oklahoma City'), Country (pre-filled with 'United States of America'), State / Province, and ZIP Code (pre-filled with '73112'). The 'Contact Information' section contains fields for Daytime Telephone, Home Telephone, and Primary E-mail. A note at the bottom states: 'Your e-mail address will be used for communications with the Board, which may include personal and confidential information. Your email address must be private and accessible only by you.' Another note below says: 'The email address you enter here will become your Login ID.' At the bottom left is a '< Previous' button, and at the bottom right is a 'Save & Continue >' button circled in yellow.

10. Select the section(s) you want to sit for within the next six (6) months. Select whether you want your PC or NTS through USPS or E-mail. Click “Save & Continue”

The screenshot shows the 'CPA/PA Examination' section of the application dashboard. The navigation menu on the left includes: Welcome, Examination Dashboard, Invoices & Receipts, Account Settings, Application Type: Candidate Exam Application, Application Instructions, Personal Information, CPA/PA Examination (highlighted), ADA Request for Special Accommodations, Declarations, Attestation, Payment, and Submitted. The main content area is titled 'CPA/PA Examination' and includes a note: 'All information with a * is required information. If the exam section is disabled, it means that the exam section is currently in progress. You can re-apply for an exam section once the results are transmitted by NASBA.' Below this is the question: 'I am applying for the following sections?' with checkboxes for AUDIT, BEC, US Mail, FARE, REG, and E-mail. There is also a radio button for 'Yes' and another for 'No'. Below this is the question: 'Instruct NASBA to send the Payment Coupon and NTS by?' with radio buttons for 'Yes' and 'No'. A note below states: 'Upon passing the CPA/PA examination, the Board may include my name, school, and degree in the list of successful candidates; it sends to my college(s) or University(ies)?' At the bottom left is a '< Previous' button, and at the bottom right is a 'Save & Continue >' button circled in yellow.

11. Select whether you need ADA Accommodations. If you select “Yes” you will be prompted to explain your need for the accommodation, select the accommodations from a list and upload diagnosis documentation from your doctor. Initial ADA Accommodation requests will require Director approval. Click “Save & Continue”

The screenshot shows the 'ADA Request for Special Accommodations' section of the application dashboard. The navigation menu on the left includes: Welcome, Examination Dashboard, Invoices & Receipts, Account Settings, Application Type: Candidate Exam Application, Application Instructions, Personal Information, CPA/PA Examination, ADA Request for Special Accommodations (highlighted), Declarations, Attestation, Payment, and Submitted. The main content area is titled 'ADA Request for Special Accommodations' and includes a note: 'All information with a * is required information.' Below this is the question: 'Do you have a disability requiring accommodations to take the examination?' with radio buttons for 'Yes' and 'No'. At the bottom left is a '< Previous' button, and at the bottom right is a 'Save & Continue >' button circled in yellow.



12. Read the four (4) declarations and select the appropriate answer. Do not select “Yes” if you have already reported a previous arrest to the Board in a pas application. Click “Save & Continue”

Online Applications

Welcome
Examination Dashboard
Invoices & Receipts
Account Settings

Application Type: Candidate Exam Application
Application Instructions
Personal Information
CPA/PA Examination
ADA Request for Special Accommodations
6 Declarations
7 Attestation
8 Payment
9 Submitted

Declarations

Note: All information with a * is required information.

1. Have any of the following events ever occurred that have not been previously reported to the OAB:

(1) have you been arrested;
(2) have you been charged with a crime or are any charges against you pending at this time;
(3) have you pled guilty or nolo contendere to any charge(s);
(4) have you been convicted of a crime? *

Yes No

< Previous

Save & Continue >

13. Read the attestation bullet points and tick the box if you agree. Click “Save & Continue”

Online Applications

Welcome
Examination Dashboard
Invoices & Receipts
Account Settings

Application Type: Candidate Exam Application
Application Instructions
Personal Information
CPA/PA Examination
ADA Request for Special Accommodations
Declarations
7 Attestation
8 Payment
9 Submitted

Attestation

Note: All information with a * is required information.

By ticking this box, I agree to the following statements. *

- I hereby certify to the best of my knowledge that the information given in this application is true and correct and that I have not willfully omitted or suppressed any information which might have a bearing on the application.
- I also certify that I have read the Oklahoma Accountancy Act and Title 10 of the Oklahoma Administrative Code and will hereafter comply with the provisions thereof.
- I agree to comply with the uniform procedures governing the confidentiality of the nondisclosed examination.
- I understand that if I am a party to any breach of confidentiality or examination security I will be subject to action by the Board which may affect my status as an examination candidate.
- I authorize the Board to release to the National Association of State Boards of Accountancy (NASBA) such information as is necessary for my inclusion in the National Candidate Database, including but not limited to Social Security Number and examination scores.
- I understand that the Board's liability for any loss or claim resulting from the administration of the examination is limited to the amount of the current examination fee paid.
- I understand that OAB may obtain a background check as one method to ascertain criminal history and adherence to the Professional Code of Conduct.

< Previous

Save & Continue >

14. Enter your credit card number and click “Process Payment”

Online Applications

Welcome
Examination Dashboard
Invoices & Receipts
Account Settings

Application Type: Candidate Exam Application
Application Instructions
Personal Information
CPA/PA Examination
ADA Request for Special Accommodations
Declarations
Attestation
8 Payment
9 Submitted

Fee Breakdown

Invoice Item	Amount
Exam Application Fee	\$75.00
Total	\$75.00

Method of Payment

Please select method of payment.

Method of Payment * Credit Card

Credit Card Payment
Accepted Payment Methods: MasterCard, Visa and Discover

Enter the required information in the following fields and click Process Payment to complete your payment. Your fees will be processed securely online.

Amount Due \$75.00

Cardholder Name *

Credit Card Number *

Expiration Date * January 2023

Security Code (3 digits on back of card) *

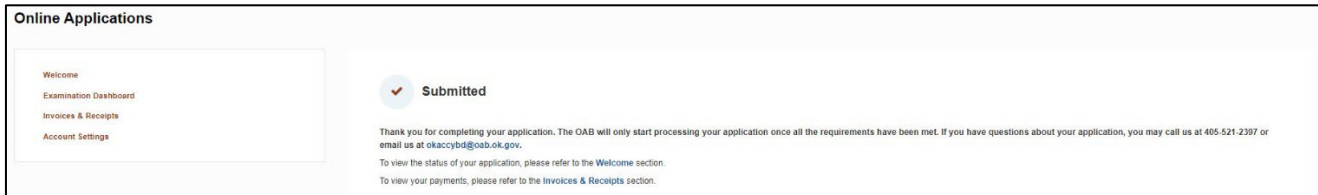
Important: Please make sure to click the Process Payment button only once. It may take up to several minutes to process your credit card payment. Thank you for your patience.

< Previous

Process Payment >



15. Your application is now submitted. Please allow 24-48 hours before you receive your PC from NASBA.



Additional Information:

- If this is your first application since establishing eligibility, you will need your Jurisdiction ID to set up your NASBA account. This can be found in your OAB Qualification Application for Eligibility Approval email. If your email does not contain this number, please call the Board.
- NASBA will issue the payment coupon (PC) and subsequent Notice to Schedule (NTS).
- PCs are valid for 90 days
- NTSs are valid for 180 days
- If you fail an exam, you must repeat the process above to reapply for any section.
- Exam section costs can be found on the OAB website at www.oklahoma.gov/oab
- The last day to apply for BEC with the OAB is November 12th. The last day to test for BEC is December 15th. If you apply for BEC on November 12th, make sure to pay the PC and print out the NTS within your NASBA account by midnight on November 14th. Otherwise, you will not be able to sit for BEC. You will have to pay the PC as soon as it is available to ensure you receive your NTS in time.

